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CAP COMMITTEE

Tuesday, September 22, 2015 | 2:00 p.m.-4:00 p.m.; Kennedy Union 222

Present: Riad Alakkad (*ex officio*), Shauna Adams, Jennifer Creech, Lee Dixon, Jim Dunne, Heidi Gauder, Linda Hartley (*ex officio*), Fred Jenkins (*ex officio*), Danielle Poe, Juan Santamarina, Elias Toubia, Shuang-Ye Wu

Excused: Sawyer Hunley, Terence Lau (*ex officio*), Brandon Rush

Guests: Erin Holscher Almazan, Donna Beran, Darden Bradshaw, John Clarke, Matthew Evans, Michelle Hayford, Judith Huacuja

I. Course Reviews

1) THR 303: Scenic Painting

A. Course Proposal Information:

1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion, as well as co-proposers Donna Beran and Matthew Evans. An additional co-proposer, Jeffrey Cortland Jones, could not attend.
2. Component: Arts
3. Student Learning Outcomes: Scholarship (introduced), Vocation (introduced)

B. Discussion:

1. Michelle Hayford provided a revised proposal (Word document), which was emailed to the committee prior to the meeting. THR 303 is pending cross-listing with the Department of Art and Design (VAR 303). The proposed revisions are a result of Theatre's consultation with Art and Design, whose departmental review took place this fall after THR 303 had been announced for CAPC review.
2. It was noted that the introductory developmental level was chosen for the Student Learning Outcomes (SLOs) instead of expanded because many non-majors will take the course and it does not have any pre-requisites. In addition, students could engage in a different kind of scholarship than they are exposed to in the Humanities Commons, which also has the SLO at the introductory level. The proposers can revisit the developmental level after teaching it several times and determine if a change is needed.
3. The committee discussed the following minor revisions for the proposal:
 - a. Incorporate the revisions requested by Art and Design as outlined in the revised proposal.
 - b. Add a course objective that addresses Vocation.
 - c. Map course objectives to the selected SLOs (can be done parenthetically).
 - d. Update the letter of support from the Department of Art and Design.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, Assistant Provost Sawyer Hunley will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 9/25/2015. After VAR 303 has completed AAC review, the Assistant Provost will also be able to approve the cross-listing on the committee's behalf since the content for both courses will be the same. VAR 303 was approved on 12/9/2015.

2) THR 314: Costumes & Textiles

A. Course Proposal Information:

1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion, as well as co-proposer Donna Beran. An additional co-proposer, Suki Kwon, could not attend.
2. Component: Arts
3. Student Learning Outcomes: Scholarship (introduced), Vocation (introduced)

B. Discussion:

1. Michelle Hayford provided a revised proposal (Word document), which was emailed to the committee prior to the meeting. The situation is the same as THR 303. THR 314 is pending cross-listing with the Department of Art and Design (VAR 314) and the proposed revisions are a result of Theatre's consultation with Art and Design.
2. The same comments from THR 303 (see above) about the selected SLO developmental levels apply to THR 314.
3. The committee discussed the following minor revisions for the proposal (same as for THR 303):
 - a. Incorporate the revisions requested by Art and Design as outlined in the revised proposal.
 - b. Add a course objective that addresses Vocation.
 - c. Map course objectives to the selected SLOs (can be done parenthetically).
 - d. Update the letter of support from the Department of Art and Design.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee.
Follow up: The revised proposal was approved 9/30/2015. After VAR 314 has completed AAC review, the Assistant Provost will also be able to approve the cross-listing on the committee's behalf since the content for both courses will be the same. VAR 314 was approved on 12/9/2015.

3) THR 313: Social Justice & Dramatic Literature

A. Course Proposal Information:

1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion. Co-proposer Cheryl Naruse could not attend.
2. Components: Crossing Boundaries-Integrative, Diversity and Social Justice
3. Student Learning Outcome: Diversity (expanded)

B. Discussion:

1. THR 313 is pending cross-listing with the Department of English (ENG 313). English has already approved the cross-listing, though the ENG proposal still needs to go through AAC review.
2. The committee discussed the following minor revisions for the proposal:
 - a. Map the course objectives to the selected SLOs (can be done parenthetically).
 - b. Add "sample texts" under Texts and Resources. This is something that the CIM subgroup will consider adding to the form.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee.
Follow up: The revised proposal was approved 9/30/2015. After ENG 313 has completed AAC review, the Assistant Provost will also be able to approve the cross-listing on the committee's behalf since the content for both courses will be the same. ENG 313 was approved on 11/2/2015.

4) THR 354: Kinetic Forms

A. Course Proposal Information:

1. Proposer and Program Director: Michelle Hayford was present for the committee's discussion, as well as co-proposer Donna Beran.
2. Component: Arts
3. Student Learning Outcome: Scholarship (expanded)

- B. Discussion:
 - 1. A question was raised whether students would understand the course content from the title. The proposer responded that the title is the best umbrella term to capture the course and noted that the course description provides more detail.
 - 2. The committee discussed the following minor revisions for the proposal:
 - a. Map the course objectives to the selected SLOs (can be done parenthetically).
 - b. Delete wording regarding the intention to cross-list the course with Art and Design because it is no longer under consideration at this time.
 - c. In addition, Jerome Yorke will be added under the Available Faculty section.
- C. Committee's Actions:
 - 1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
 - 2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 9/30/2015.

5) VAR 250/THR 250: Diversity in Creative & Performing Arts (cross-listed)

- A. Course Proposal Information:
 - 1. Proposer: Darden Bradshaw was present for the committee's discussion, as well as co-proposer Michelle Hayford.
 - 2. Components: Crossing Boundaries-Integrative, Diversity and Social Justice
 - 3. Student Learning Outcomes: Diversity (expanded), Critical Evaluation of Our Times (expanded)
- B. Discussion:
 - 1. The course titles for VAR 250 and THR 250 currently differ in CIM. The Registrar's Office will make the appropriate revisions. VAR 250 is the parent course.
 - 2. The committee discussed the following minor revisions for the proposal:
 - a. Map the course objectives to the selected SLOs (can be done parenthetically).
 - b. Include language about Catholic Social Teaching in one of the course goals (in light of the Critical Evaluation of Our Times SLO, which includes the following aspect: "all undergraduates will develop and demonstrate habits of inquiry and reflection, informed by familiarity with Catholic Social Teaching...").
 - c. Explain how the course builds on other CAP courses.
- C. Committee's Actions:
 - 1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
 - 2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee. Follow up: The revised proposal was approved 09/30/2015.

6) VAF 499: Senior Thesis

- A. Course Proposal Information:
 - 1. Proposer: Erin Holscher Almazan was present for the committee's discussion, as well as department chair Judith Huacuja and the department's Education Committee chair John Clarke. Co-proposers Jeffrey Cortland Jones and Emily Sullivan could not attend.
 - 2. Component: Major Capstone
 - 3. Student Learning Outcomes: Scholarship (advanced), Vocation (advanced)
- B. Discussion:
 - 1. In response to questions from the committee, the proposer and chair clarified how the course, as a capstone, will build other CAP courses in addition to coursework in the major. They also clarified how the reflective aspect of the Vocation SLO will relate to "the purposes of their life" and examining "both the interdependence of self and community and the responsibility to live

in service of others.” They pointed to places in the proposal where these aspects are implicit. They also noted that capstones for the department’s majors are designed to cover two semesters – through a seminar (498), followed by the 499 course which could be a thesis or portfolio and paper. The reflective aspects under question will be covered more in depth during the seminar course. Given this clarification, the committee agreed that no revisions are needed.

2. The committee discussed the following minor revision for the proposal:
 - a. Add “sample texts” under Texts and Resources.

C. Committee’s Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revision noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The Assistant Provost will make the revision in CIM on behalf of the proposers.

7) VAD 499: Portfolio and Paper – Graphic Design (3 credit hours)

8) VAD 497: Portfolio and Paper – Graphic Design (1 credit hour)

A. Course Proposal Information:

1. Proposer (for both courses): Jayne Matlack Whitaker could not attend. Department chair Judith Huacuja and the department’s Education Committee chair John Clarke were present.
2. Component (for both courses): Major Capstone
3. Student Learning Outcomes (for both courses): Scholarship (advanced), Vocation (advanced)

B. Discussion:

1. The two proposals were reviewed together. VAD 497 is a 1 credit hour equivalent to VAD 499; it will be taken by students who enrolled prior to the 2015-16 academic year. The department is moving to a 3 credit hour model with VAD 499. VAD 497 will ultimately be removed once grandfathered students graduate.
2. The issue raised previously about the reflective aspect of the Vocation SLO under VAF 499 also applies to these courses. The clarification provided also applies here.
3. The committee discussed the following minor revision for the proposal:
 - a. Add “sample texts” under Texts and Resources.

C. Committee’s Actions:

1. Motion: A motion was made and seconded to approve both course proposals pending the minor revision noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The Assistant Provost will make the revision in CIM on behalf of the proposer.

9) VAF 230: Anatomy Drawing for Non-Majors

A. Course Proposal Information:

1. Proposer and Department Chair: Judith Huacuja was present for the committee’s discussion, as well as the department’s Education Committee chair John Clarke.
2. Component: Crossing Boundaries-Inquiry
3. Student Learning Outcomes: Scholarship (expanded), Vocation (expanded)

B. Discussion:

1. It was noted that this course, as an Inquiry course, is open only to Pre-med and Health and Sport Science majors, though it is not a required course for those majors.
2. The committee discussed the following minor revision for the proposal:
 - a. Make the reflective/comparative aspect of the Inquiry component more explicit in the course objectives.
 - b. Map the course objectives to the selected SLOs (can be done parenthetically).
 - c. Add “sample texts may include” under Texts and Resources.

C. Committee's Actions:

1. Motion: A motion was made and seconded to approve the course proposal pending the minor revisions noted above. There was no further discussion.
2. Vote: 9-0-0 (in favor-against-abstention). The proposal will be rolled back in CIM. Once it has been revised, the Assistant Provost will review and approve it on behalf of the committee.
Follow up: The revised proposal was approved 09/24/2015.

II. CAP Process Survey: A summary of the revisions made after the last meeting was reviewed. Highlights of the committee's continued discussion follow.

- A. Since all faculty are not involved with advising, the committee suggested adding the following question before others related to advising: "Do you advise undergraduate students on curricular requirements?"
- B. "Other," along with a text box to insert a description, will be added as an option under the question, "Please indicate your position."
- C. A revised survey draft will be distributed to the committee. Once the revisions have been made online, committee members will be asked to pilot the survey. Some will test the survey as if they have previously developed a proposal and some will respond as if they have not.

III. Announcements

- A. September 29 Meeting: It will focus on reviewing an outline of the CAP Two-Year Evaluation Report, as well as updates from the two subgroups – CIM Form and Catholic Intellectual Tradition.
- B. Two-Year Evaluation Report: It must be submitted to the Academic Senate by December 1. A complete draft will be ready for the committee's review by November 1. The CAP Process Survey will need to be finalized and launched within the next couple of weeks.
- C. Workflow for Cross-listed Courses: CIM was designed for only one workflow, for the parent course. A process was recently created to manually insert a second workflow for cross-listed courses. However, communication is essential in order to trigger the second workflow. The initiating unit (i.e., for the parent course) needs to communicate with the other unit when the second workflow should begin.

IV. New Business: Providing Feedback about CAP Course Proposals

- A. The committee discussed holding feedback on CAP course proposals until the meeting in which they are reviewed. Proposers shouldn't feel compelled to make changes if they receive feedback in advance because it might not reflect consensus from the committee. On the other hand, providing feedback in advance would give a proposer more time to reflect on it. The committee agreed that it would be acceptable to provide feedback to proposers in advance as long as it is presented as an individual's feedback and not the perspective of the entire committee. After a proposal reaches the CAPC workflow level in CIM, no changes should be made to the proposal in CIM until the committee as a whole discusses the proposal and makes any requests or recommendations for revision.

The meeting adjourned at 3:35 p.m.

Respectfully submitted by Judy Owen